



REGULAR BOARD MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT at the
Village of Palatine Community Center Building, in Community Room B
200 East Wood Street in Palatine
January 10, 2023, at 5:00 p.m.



The meeting was called to order at 5 p.m. by President Gould

Commissioners Present

Susan Gould, President
Joe Petricca, Treasurer
Terry Ruff
Jennifer Rogers

Commissioners Absent

Greg Sammons, Vice President

Staff Present

Mike Clark, Executive Director	Josh Ludolph, Asst. Supt. of Facilities
Phil Costello, Superintendent of Finance	Jim Holder, Superintendent of Parks & Planning
Michelle Eckelberry, Supt. of Dist. Services & Projects	Colleen Palmer, Asst. Supt. of Recreation
Dayell Houzenga, Asst. Supt. of Dist. Services & Projects	Donelda Danz, Superintendent of Recreation
Steve Nagle, Superintendent of Facilities	Lisa Allie, Interim Secretary

Visitors and Citizens

Approval of Agenda

Commissioner Rogers moved and Commissioner Ruff seconded that the agenda be approved. Director Clark mentioned that 3A the Regular Meeting Minutes of December 13, 2022 and 3B the Closed Session Minutes of December 13, 2022 were not ready and should be removed. In addition, 9 Executive Session: Section 2(c)(5) Open Meetings Act (discussion of the acquisition or lease of real property for the use of the District), 10 Action, if any, on matters considered in Closed Session and 10A Real Property for the use of the District should also be removed from the agenda. By a voice vote, the agenda for the meeting of January 10, 2023 was approved as amended:

AYE: Jennifer Rogers, Terry Ruff, Joe Petricca, Susan Gould
NAY: None
ABSENT: Greg Sammons
Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Rogers moved and Commissioner Ruff seconded that the consent agenda be approved as presented. By a roll call vote, the following items on the consent agenda were approved: Ratification of Warrant #24 and Approval of Warrant #1. The result of the roll call vote follows:

AYE: Joe Petricca, Terry Ruff, Susan Gould, Terry Ruff
NAY: None
ABSENT: Greg Sammons
Motion carried.

Visitors and Citizens Comments

No comments were presented.

Departmental Reports

The Park Board reviewed the previously distributed written District Services and Projects Department Report. Superintendent Eckelberry gave an update on Paycor which had a few hiccups with the first payroll run. Superintendent Eckelberry also mentioned that there were 6 bids out in December, 3 new recent hires: Marianna Uriostegui, Jessica Paneral and Anthony DeMichael. Summer recruitment has started and an update on the website rebuild will be presented at next board meeting.

The Board reviewed the previously distributed written Recreation Department Report with Superintendent Danz stating that December was very busy with special events: North Pole Express received lot of positive feedback, You've Been Elfed in its 3rd year had 57 residents register to receive the deliveries made by 4 staff members and 1 volunteer. Unfortunately, the Susannah's Gift benefit show was canceled due to low ticket sales; we hope to reschedule in January.

President Gould inquired about the donations made for the Susannah's Benefit Show. Superintendent Danz told her that they would be used for the rescheduled event.

New Business

The Board reviewed a previously distributed board summary pertaining to the approval for Award of Bid for 2023 PCBS Uniforms. Commissioner Ruff moved, and Commissioner Petricca seconded that the Board of Park Commissioners award the lowest responsible bidder, Waist Up of Schaumburg, Illinois, and direct staff with a base bid of \$48,636.54 for the 2023 PCBS Uniforms bid to purchase items identified in the program uniform bid specifications provided by Waist Up. The motion was approved by a roll call vote; the result follows:

AYE: Jennifer Rogers, Joe Petricca, Terry Ruff, Susan Gould

NAY: None

ABSENT: Greg Sammons

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval for a one-year extension of audit engagement for Lauterbach and Amen. Commissioner Petricca moved, and Commissioner Rogers seconded that the Board of Park Commissioners approve the one-year extension of audit engagement for Lauterbach and Amen. Superintendent Costello explained that we will go out to bid and that Lauterbach knows that this is a one-year extension not a renewal. The motion was approved by a roll call vote; the result follows:

AYE: Terry Ruff, Jennifer Rogers, Susan Gould, Joe Petricca

NAY: None

ABSENT: Greg Sammons

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval for Award of Contract for Palatine Hills Golf Course Food & Beverage Service. Commissioner Petricca moved, and Commissioner Ruff seconded that the Board of Park Commissioners award Relish Catering Kitchen of Schaumburg, Illinois and direct staff with an initial term fee of \$37,328 for the Palatine Hills Golf Course Food & Beverage Service to enter in agreement with Relish Catering Kitchen. Superintendent Nagle stated that Open Kitchens did not provide a bid; they brought in a truck & cleared out. The motion was approved by a roll call vote; the result follows:

AYE: Jennifer Rogers, Susan Gould, Terry Ruff, Joe Petricca

NAY: None

ABSENT: Greg Sammons

Motion carried.

Executive Director Report

The Park Board reviewed the previously distributed written Executive Director’s Report. Director Clark started by reminding the board about the MRMA report and also mentioned the work plan retreat last month. The 2022 Year End Goals will be included in the next board packet; the 2023 Work Plan Goals will be ready to adopt at the first board meeting in February. Director Clark continued with the news of Lisa Allie being selected and offered the new Administrative Assistant position and the new minimum wage increase now at \$13/hour with those under 18 at \$10.50/hour. Director Clark concluded by mentioning the IPRA conference in 2 weeks and the upcoming FT Staff party to be held at Emmett’s this Saturday, January 14th.

Commissioner Reports/Future Agenda Items

President Gould stated took her family to Clayson House which looked very nice. Linni gave them a tour and had a nice discussion about their family’s history and ties to Palatine.

Adjournment

There being no further business to come before the Park Board on this date Commissioner Rogers moved that the regular meeting be adjourned. Commissioner Petricca seconded the motion which was unanimously approved by a voice vote.

AYE: Jennifer Rogers, Terry Ruff, Joe Petricca, Susan Gould

NAY: None

ABSENT: Greg Sammons

Motion carried at 5:23 p.m.

Respectfully submitted,

Mike Clark
Park Board Secretary Pro-Tem
MC/la

Attest:

Approved:

Mike Clark
Secretary Pro-Tem

Susan Gould
President

2023 Park Board Meetings

January 24, 2023	May 9, 2023	August 22, 2023
February 14, 2023	May 23, 2023	September 12, 2023
February 28, 2023	June 13, 2023	September 26, 2023
March 14, 2023	June 27, 2023	October 24, 2023
March 28, 2023	July 11, 2023	November 14, 2023
April 11, 2023	July 25, 2023	November 28, 2023
April 25, 2023	August 8, 2023	December 12, 2023